

Dedicated to Improving Your Bottom Line
LEE JAMES & ASSOCIATES

Winning Interviews & Presentations



APPROACH:

RECOMMENDED 2-DAY PROGRAM
LEARN BY DOING – EXERCISES & MOCK INTERVIEWS
CUSTOMIZE & PERSONALIZE TO FIT YOUR COMPANY

WHO SHOULD ATTEND?

ENGINEERS & ARCHITECTS

NEW / EXPERIENCED / FUTURE PROJECT MANAGERS

ANYONE WHO WANTS TO IMPROVE THEIR PROJECT MANAGEMENT SKILLS

BENEFITS

This program arms your people with the needed skills, and takes the fear out of the interview/presentation process. Through implementing a planning process that prepares employees for the interview, learning how to establish & maintain rapport with the client & utilizing closing techniques, much of the mystery & fear are taken out of the process. By applying the tactics & techniques discussed in this program, a greater comfort level will exist. This will enable your professionals to concentrate on sharing the specifics of the company & differentiating themselves from the competition.

Numerous real-life experiences and case studies are used to teach and bring to light the principles taught. Sessions are highly interactive with active learning occurring throughout.

SESSION COVERS TOPICS SUCH AS:

- Become more comfortable with the interviewing & presentation process
- Understand what clients want from an interview & how to meet those needs
- Identify ways to accept & manage nervous energy
- Develop strategies & approaches that will result in winning more projects
- Preparing in a manner that insures successful & dynamic presentations
- Establish & maintain rapport with client throughout the interview
- Maximize the conclusion of your presentation
- Implement skills learned through exercises & mock interviews

OUTLINE

Sessions are developed to meet the needs of employees, clients & profitability.

Principles for Positive Outcomes – Communication & law of attitudes, building a winning perspective, positive & negative aspects of nervous energy

Develop Strategies & Approaches – Organization, use of visual aids, checklists, exercises

Planning & Preparing – Research company & people, personalities & styles, selection criteria of client, differentiating your services, understand the competition, exercises

Establishing & maintaining Rapport – Read body language, mirroring & positioning, managing processes & questions

Closing Techniques – Using approaches that confirm agreement, the precision model, communications magic, exercises

Mock Interviews – New client, established client with new type of work, client reluctant to provide sole source work, becoming sole service provider for client, master services agreement, indefinite order delivery contracts and/or personalized scenarios

PARTICIPANT COMMENTS

The course material and leader consistently receive excellent ratings. Representative comments received from participants are:

"It's a winner! All who attend will walk away with something positive."

"A much needed seminar. This seminar adds a quality to our engineering profession necessary for the success of our intellect and careers as individuals and necessary to the success of our company."

"Very helpful! Stressed importance of being prepared. Stretching the individuals made many aware that they are very capable of this – even though they did not feel capable."

"Excellent program."

"Very well organized. I will take away some key points with me."

"Very beneficial – I learned a lot!"

"Excellent. We need to practice/practice/practice."

"Very helpful and applicable. Great discussions."

"Excellent! I wish I had this training years ago. This training will be invaluable throughout the rest of my career."

"Very knowledgeable and has much to offer. A beneficial speaker."

"Lee is always dynamic, informative and a fun presenter."

"Lee has a passionate presence and an understanding of our business that he communicates well. I really appreciate his services!"

INSTRUCTOR

Lee James is a CPA, CMC, CBI who has worked with engineers, architects and contractors for the last 25 years. Training and teaching have been a part of Lee's career for the past 30 years. Lee develops and teaches training courses throughout the U.S. He is an enthusiastic and energetic trainer who keeps your attention. Numerous case studies and exercises are used to embed the principles taught.

Lee is active in several professional societies and is continually promoting good business practices through authoring articles and completing training sessions. He was Vice President for an international engineering consulting firm and worked daily with projects, project managers and clients in developing pricing strategies, managing billing and collections, addressing change issues and negotiating win-win solutions. Previously, Lee worked with Ernst & Young as a project manager and trainer and as the Chief Financial Officer for a computer software engineering firm.

Lee now does similar work with his firm. He constantly experiences the challenges of fulfilling project technical aspects; as well as financial and business needs. Project financial systems, computer systems, strategic planning and ownership transfer projects are continually in process. Lee has successfully put into practice all the principles he teaches in this program.

ON-SITE TRAINING AND FLEXIBILITY

The program is designed to be flexible with regard to format, timeframe and location. The program is divided into modules that are independent of one another and deal with specific problems and their solutions. The curriculum is developed so that organizations wanting shorter sessions, dealing with specific problems, are accommodated. While we encourage the complete three-day program, one and two day agendas are available with specific modules of your choice. As an added benefit, we can customize each module to include your company's specific documentation, systems design as well as policies and procedures.

Due to the interactive nature of these sessions, class sizes of less than 30 people are recommended. A participant manual, handouts and reference materials are provided for use throughout the sessions.

For more information, please visit our website, email or call us:

Lee James & Associates

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